

Accommodations Notification

To: The Instructors for **Student**

From: Disability Services Office, Academic Success and Access Programs, Third Floor, Library

Date: Fall 2018 Semester

Re: Academic Accommodations

Student, is registered with the Disability Services Office. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act guarantees that colleges and universities must make reasonable modifications where necessary, to ensure full educational opportunity for students with disabilities. Therefore, while **Student** is a Finger Lakes Community College student, he/she is entitled to the following accommodations:

Testing:

- Limited Distraction location
- Extended Time: 2 *times*
- Reader for all exams or quizzes, if requested
- Repeat, rephrase, and clarify directions, if requested
- Alternative format of text: (May include enlargement of tests, Braille, etc.)
- Scribe, if requested
- Use of computer for short answer/essay
- Use of calculator
- Use of spell check

Class:

- Notetaking assistance, if requested (notes/PowerPoints made available via Blackboard, recording device or peer note taker*)
- Preferential seating
- Materials in specialized format: _____ Braille(****see back for instructions)
_____ Large print: Font size _____
Font style _____
_____ Other: _____

Testing:

Testing accommodations will be provided by this office and need to be arranged by the student prior to the testing minimally three days in advance. On a case-by-case basis, students may be permitted to use accommodations even when giving less than 3 days' notice – depending on the circumstance. The student has been informed about the procedure for requesting testing accommodations. A request form will be sent to you via email prior to your test dates; please give us the test instructions and return it with a copy of the test to Disability Services, Academic Success and Access Programs (3rd floor library) or the Academic Support Center (for Campus Center classes). Instructors are requested to send the test through interoffice mail, in person or by sending it to disabilityservices@flcc.edu with all information about the test included in the body of the email. The monitoring of tests and testing accommodations cannot be guaranteed by this office without the completed information and prior notice. Students who fail to sign up for a test prior to their test are not always eligible to receive testing accommodations.

Materials in specialized format:*Large Print:*

If needed, the student may require all handouts and materials in a specialized format. Print materials generated by the instructor are requested in the font style and size listed. Materials may be enlarged in Business Services. Test materials may be enlarged by Disability Services staff if you have it saved as a Microsoft Office document.

Braille:

To accommodate a student's need for printed materials in braille, it will be necessary to submit electronic copies of any handouts and tests in a **word document** format to Disability Services, disabilityservices@flcc.edu. Please provide the material at least 3 business days in advance of date needed. If materials are in a format other than a word document, please allow additional turnaround time.

Notetaking:

If class notes are not available on Blackboard and/or class notes are incomplete on Blackboard, a copy of notes is needed. It is the student's responsibility to let you know whether or not they will be using their notetaking accommodation for your class. Your assistance is requested in recruiting a note taker from the class. This can be done by making a general announcement to the class "A fellow classmate is in need of a note taker and I am asking for a volunteer. It is a paid position – you must have good handwriting, excellent attendance and take detailed and organized notes. If you are interested, please see me after class." Please send your volunteer up to Disability Services to fill out necessary paperwork. The note taker would supply a copy of his/her notes and copies can be made free of charge in the Disability Services area.

The accommodations listed are appropriate for this student. Your cooperation is appreciated and if you have any questions, please contact Melissa Soules, Disability Services Coordinator at extension 1441 or melissa.soules@flcc.edu to discuss them. Thank you!